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October 28, 2005

MEMORANDUM

TO: Purchase of Services Applicants

FROM: Amy Tsark, Acting Administrator
Social Services Division 

SUBJECT: QUESTIONS AND ANSWERS FOR REQUEST FOR PROPOSAL ISSUED
OCTOBER 10, 2005

Attached are questions and answers regarding RFP HMS 301-42 in accordance with Section 1, item VI, of the RFP pertaining to the submission of questions. If you have further questions about the RFP, please contact Suzanne Hull, at 586-5669. Thank you for your interest in this procurement.

Attachment

DEPARTMENT OF HUMAN SERVICES

SOCIAL SERVICES DIVISION

QUESTIONS & ANSWERS FOR RFPs ISSUED 10/10/05

- 1. What “changes for Department of Human Services (DHS) in regard to the Federal Improvement Plan (PIP)” does DHS want the applicant to address? The PIP is a very involved document and it is not clear to us what specifically this written statement is to address.**

All contracted providers should familiarize themselves with the PIP and the Child and Family Service Review (CSFR) Report. The Department would need the contracted providers to support its efforts at aggressive system reform to better serve our children and families.

- 2. What does DHS mean by “resolving philosophical differences” and with whom? Could you please provide an example.**

The Department’s efforts to address system change involve best practice approaches that are based on research, Federal guidelines, consultation with National Resource Centers, etc. Agencies may not agree with these research-based philosophies and approaches. For example, the policy announcement and trainings regarding visitation and maintaining connections may be controversial for some.

- 3. Also, could we have an example of how the DHS mission and goals might be contrary to an agency’s beliefs and how DHS anticipates those beliefs to be expressed?**

Again, the policy announcements and trainings on visitation and maintaining connections and relative placement, etc. may be contrary to the agency’s beliefs as to what are best practice approaches. The Department would need to know how the agency/contracted provider would work out the conflicts. It would seem plausible that the contracted provider would need to work with the Department to come to an agreed upon resolution, in order to have an effective working relationship and to be able to train with one consistent message.

- 4. Please give us more information relating to data reporting requirements. Will the electronic data to be submitted to DHS be entered through a web based interface directly into the database, or will the agency be required to submit some sort of electronic document on a regular basis. If data is submitted as a separate document what are the formatting requirements?**

At this point, there is specific data that is sent in a confidential file from DHS to the agency. The agency uses the file to update their database that is in a web-based system. The training information is entered by the agency. DHS copies the updated information from the website. Then the data is uploaded to the mainframe file. Using the uploaded file, a program is used to then update the DHS database files. If the agency does not have web-based capacity, then an electronic document may be an alternative. The agency would need to work out the specifics with DHS if awarded the contract.

5. Referring to RFP Section 1.A.#9: How can a credible and tested measurement tool exist for a curriculum yet to be developed. Would a pre-test posttest address this need?

A pre-test post test can be used initially along with evaluations and surveys. Once the curriculum is developed, the agency should seek out or create a measurement tool that tracks the success and effectiveness of the trainings.

6. Referring to Form B-Service Activities, #3. Please clarify how an applicant would negotiate with another applicant, in this case HFPA without running into a conflict of interest on the part of HFPA.

DHS will be part of the negotiation process.